



# OLD DOMINION UNIVERSITY - VIRGINIA BEACH **Site # 223**

## NON-DEGREE ENTRY INFORMATION SHEET

Old Dominion University welcomes non-degree seeking students to apply for any academic term. Permission to attend ODU as a non-degree student does not guarantee admission. Full credit will be given for each course (up to **12 credit hours for graduate; 24 credit hours for undergraduate**) taken in non-degree status. Those wishing to take more credits will then need to apply as a degree-seeking student.

**Types of students taking non-degree coursework:** visiting students taking coursework at Old Dominion University for one term to transfer the credit to the home (degree-granting) institution, high school students seeking dual enrollment for college credit with permission from your guidance counselor, teacher licensure candidates, certificate program applicants (contact the program for specific registration information and procedures), community members interested in personal and/or academic growth, people who have missed the regular application deadline for their desired term of entry, and students taking prerequisites for a degree seeking program.

**Graduate non-degree students information:** Graduate students (already holding a baccalaureate or masters degree) are required to provide proof of college graduation via official transcripts **prior to registering for a second semester**, must receive permission from the Graduate Program Director in their potential program before registering as a non-degree student, and must contact the Office of Graduate Admissions for advice on gaining admission into a graduate program. A registration block will be placed on their account upon completion or registration of 12 credit hours and they must contact the Office of Graduate Studies to request permission to take additional non-degree coursework.

### **HOW TO BE ADMITTED AND REGISTERED AS A NON-DEGREE STUDENT**

#### **STEP 1**

##### **ADMISSION TO THE UNIVERSITY**

Non-degree students must apply for admission online at <http://admissions.odu.edu> Be sure to enter the correct site code for ODU-Virginia Beach - **Site Code # 223**.

Complete the Non-Degree Entry Form and submit the \$50.00 application fee by credit card **online**. An acceptance email will be mailed to the email address you provided on your application usually within 24 hours.

##### **SPECIFIC COLLEGE/DEPARTMENTAL REGISTRATION REQUIREMENTS**

Some courses may be restricted and require special permission by their respective Colleges to enroll. **For courses requiring special permission, students must obtain the required signatures on a Registration Form or have the appropriate department email permission to enroll directly to the VBHEC shared email account at [vbhec@odu.edu](mailto:vbhec@odu.edu) Students must then register in-person, by appointment in Enrollment Services Office (room 146-E) located in the Meyera Oberndorf Learning Commons. Call 757-368-4100 to arrange an appointment. Below is a list of the various college and departmental restrictions on open registration.**

##### ***College of Business and Public Administration Restrictions***

***Students are not allowed to enroll in a graduate course in the College of Business and Public Administration until they have satisfied the admission index or received permission from the Graduate Program Director.*** All business intended students who were admitted to Old Dominion University as freshmen, or who took their first college course in Fall 2002 or later, must have been admitted to the Bachelor of Science in Business Administration program or must apply for admission to the program, before registering for 300 or 400 level business administration courses. ***Students admitted under non-degree status require permission to register in 300, 400 or graduate level CPBA courses from Dr. Ali Ardalan, Associate Dean of the College of Business and Public Administration.*** Call him at 757-683-6789 or email him at [aardalan@odu.edu](mailto:aardalan@odu.edu) for permission to enroll.

##### ***Darden College of Education Restrictions***

Non-degree students intending to enter a graduate program in the Darden College of Education must meet with the appropriate Graduate Program Director upon completion of 6 graduate credits. It is strongly suggested that admitted non-degree students who have previously obtained an undergraduate degree enroll in graduate level (500 or above) courses to allow for applicability toward degree requirements in the event of degree admission at later date. Graduate student permission to enroll in undergraduate sections may be required for students wishing to register for courses offered by the Department of Communication Disorders and Special Education.

### **College of Health Sciences Restrictions**

Courses with the prefixes CYTO, DNTH, ENVH, HLSC, HTEC, MEDT, MLRS, MPHO, NMED, NURA, NURS, OPHS, and PT are **restricted to students who have applied to and been accepted into those disciplines** unless special permission is granted in writing by the department chair, program director or departmental academic advisor.

### **Batten College of Engineering and Engineering Technology**

Students accepted as majors in the Batten College of Engineering & Engineering Technology may register for engineering and engineering technology courses. **Exceptions (including Non-Degree Entry students) must be approved by the chair of the department offering the course.**

## **STEP 2**

### **REGISTERING FOR CLASSES ONCE YOU RECEIVE YOUR ACCEPTANCE EMAIL**

***Prior to attempting to register, check your registration status for holds on your LEO Online account.***

***Holds on your account will prohibit registration. If you have an "Advisor Hold" please contact the Enrollment Services Office at 368-4100 to determine if removal requires departmental assistance. If you have a "Financial Hold" on your account, please call the Office of Finance at 757 683-3030 to determine the procedures to remove the hold.***

Determine your course selections by using LEO Online. From the ODU home page <http://www.odu.edu>, click on **Current Students** and under **Academic Resources**, click **LEO Online** and then **Class Schedule Search**. Next search by term and choose **Spring, Summer or Fall and the appropriate academic year** from the drop down menu. Then choose the **academic discipline** (ex. ACCT). Finally, enter the **course number** (or leave this block blank to see all of a particular discipline course offerings) and press the **class search button**. Be sure to choose sections that have available seating and be sure you have fulfilled all course prerequisites by referring to the Old Dominion University Catalog which is also available online from the homepage under current students. **The ODU-Virginia Beach schedule of classes is available on our webpage at [www.odu.edu/vbhec](http://www.odu.edu/vbhec) .**

Once admitted and classified as an active student, you can register, print a schedule, get a copy of your bill and update your personal information by following these instructions:

- Go to <http://www.leonline.odu.edu>
- Click on **Login To Secure Area**
- Enter your University Identification Number for your User ID (if you do not know your UIN, visit our **Enrollment Services office in room 146E**).
- Enter your birthdate for your PIN: Month, Day and Year of your birth (MMDDYY). For example, September 1, 1977 would be 090177
- Click on **Admissions, Registration, Student Records**
- Select the appropriate semester using the drop down menu. Click the Submit button.
- Enter the five-digit Course Reference Number (CRN) for each class you wish to take. **Make sure the section you have chosen is for the correct location.** Then click on the **Submit** button.

### **Potential Registration Issues**

#### **What if a class I need is closed?**

Each course has a maximum number of students that can register (enrollment cap). When this cap is reached the course closes and no further registrations are allowed, although an individual section may still show seats available. You may attempt to register for an alternate course, or contact the instructor of the closed section to request an override. The course instructor can approve the override in LEO Online, or email permission to the shared VBHEC email account at [vbhec@odu.edu](mailto:vbhec@odu.edu) . The student may also submit a drop/add/registration form bearing the instructor's signature, to the Enrollment Services Office in room 146-E or to the Office of the Registrar on the main campus. **Instructor's approval alone does not constitute registration for the course. The student must still complete the registration online or by submitting the registration form.**

#### **I'm getting a Time Conflict error when I try to register. How can I register?**

This error means you are attempting to add a class at the same time as or overlapping a course for which you have already registered. Refer to your course schedule and the times listed in the schedule of classes to

determine when the conflict is occurring. Be sure to check all lecture, lab, and recitation/discussion times. If you are unable to select an alternate course, you may request an override from the instructor of the conflicting course. You must bring an appropriately signed drop/add form to the Enrollment Services Office in room 146-E or to the Office of the University Registrar on the main campus, or have the instructor approve the override in LEO Online. ***Instructor's approval alone does not constitute registration for the course. The student must still complete the registration online or by submitting the registration form.***

### **YOU ARE NOW REGISTERED!**

***Remember that it is your responsibility to drop a class prior to the drop deadline. You will be responsible for tuition charges associated with each class regardless of attendance unless you drop the class by the specified deadline.***

## **STEP 3**

### **ESTABLISHING A MIDAS ACCOUNT**

*Establishing a Midas account allows you to set up an email and LAN account and access Blackboard.* First, you will need your **University ID Number (UIN)**. If you need assistance in determining your UIN, visit Enrollment Services in room 146E.

Go to <https://midas.odu.edu>

Select **Activate MIDAS Account**

Answer the questions to create your **security profile**

Important!!! Write the information down, as you will need it for security purposes if you lose or forget your password.

You will be automatically routed to **My Services**

Check each account you wish to activate—be sure to check **EMAIL and LAN**.

**These services will be activated, and you should be able to access them within a few minutes.**

### **HOW TO ACCESS BLACKBOARD**

Once you have created your MIDAS email account you will be able to access Blackboard.

Go to <http://www.odu.edu>

Click on **Current Students**

Click on **Blackboard**

Login by typing your User Name (MIDAS Account User Name) and your password (MIDAS Account Password)

## **STEP 4**

### **TUITION PAYMENT OPTIONS**

**(It is your responsibility to refer to the academic calendar for the tuition deadline date)**

**Paying by Check:** Mail checks to:

Office of Finance

Old Dominion University

Alfred B. Rollins, Jr. Hall

Norfolk VA 23529-0046

Be sure to write your University Identification Number (UIN) on the check and if using a multi party check, be sure to circle your name to indicate the student account that should be credited with the payment.

**Paying by Credit Card:** Use LEO-Online at <https://www.leonline.odu.edu> Using your assigned University Identification Number (UIN) and your Personal Identification Number (PIN) which is initially your birthdate in this format (MMDDYY), login to the secure area and click on "Admissions, Registration, Student Records, Graduation Information, Credit Card Payments, and Financial Aid"

### **TEXTBOOK INFORMATION**

The Follett University Bookstore operates a satellite location here at the Center in room 167 featuring textbooks for courses offered at the VBHEC, school supplies, spirit items and snacks. Refer to the ODU-Virginia Beach newsletter or webpage <http://www.odu.edu/vbhec> for specific dates and hours of operation or call the University Bookstore on the main campus at 757 683-3404. Students may also visit the Follett University Bookstore webpage to purchase textbooks online and may opt to pick them up at the main campus bookstore location or have them shipped directly to their home address. From the ODU homepage at [www.odu.edu](http://www.odu.edu), click on Current Students and then under the Campus Life heading, click on Bookstore.

## SYLLABUS INFORMATION

Course syllabi are located on the class Blackboard page. From the ODU homepage, you can click on **Current Students** and under Academic Resources click on **Blackboard**. Log into your Blackboard account using your ODU email identifier and email password. Once in the Blackboard environment click on the appropriate course under the **My Courses** tab, and click on **Class Information** to access the syllabus. Live Course syllabi may be available on the instructor's webpage and syllabi information is usually provided the at the first class meeting.

***Drop/Add/Withdraw deadlines vary by semester and session.  
Refer to academic calendars available on  
the Office of the Registrar webpage at  
<http://www.odu.edu/ao/registrar/calendars>***

***for specific deadlines, drop/add dates and tuition due dates.***

***Non-attendance and/or failure to determine  
the appropriate deadline for drop or  
withdraw does NOT release students from  
financial obligation.***

### **Electronic Billing - No Paper Bills!**

**The University has implemented e-mail billing notification. Notifications will be sent to your official ODU.EDU address issued to all admitted students.**

- E-mail accounts **MUST** be activated by the student. See [www.occs.odu.edu](http://www.occs.odu.edu) for detailed instructions.
- Failure to activate or maintain your official e-mail account will **NOT** be a valid reason for failure to pay on time.
- With ODU's Student Billing System, you can see your latest billing statements and make payments. You can also authorize your parents, guardians, or employer to access your bill and set up stored payment profiles.
- Students who register in person are provided a statement of their charges at the time of registration.
- All questions regarding electronic billing should be directed to the Office of Finance at [tuition@odu.edu](mailto:tuition@odu.edu) or (757) 683-3030.

For further assistance with admission and registration, contact the ODU - Virginia Beach Enrollment Services Office located in room 146-E inside the Meyera Oberndorf Learning Commons, by email at [vbhec@odu.edu](mailto:vbhec@odu.edu) or by telephone at 757 368-4100.